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Tender

## **T2370 - Car Park Management / Off Street Parking Enforcement and Penalty Charge Notice Processing Service for a Consortium of 8 Councils in NI**

Belfast City Council

Ards and North Down Borough Council

Armagh City, Banbridge and Craigavon Borough Council

Derry City and Strabane District Council

Fermanagh and Omagh District Council

Lisburn and Castlereagh City Council

Mid Ulster District Council

Newry, Mourne and Down District Council

F02: Contract notice

Notice identifier: 2023/S 000-009413

Procurement identifier (OCID): ocids-h6vhtk-038080

Published 31 March 2023, 10:26am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Belfast City Council

9 Adelaide Street

Belfast

BT2 8DJ

**Contact**

Lewis Murray

**Email**

[cps@belfastcity.gov.uk](mailto:cps@belfastcity.gov.uk)

**Country**

United Kingdom

**Region code**

UKN0 - Northern Ireland

**Internet address(es)**

Main address

<https://www.belfastcity.gov.uk>

Buyer's address

<https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

**I.1) Name and addresses**

Ards and North Down Borough Council

Town Hall, The Castle

Bangor

BT20 4BT

**Email**

[enquiries@ardsandnorthdown.gov.uk](mailto:enquiries@ardsandnorthdown.gov.uk)

**Country**

United Kingdom

**Region code**

UKN - Northern Ireland

## **Internet address(es)**

Main address

<https://www.ardsandnorthdown.gov.uk>

## **I.1) Name and addresses**

Armagh City, Banbridge and Craigavon Borough Council

Craigavon Civic and Conference Centre, PO Box 66, Lakeview Road

Craigavon

BT64 1AL

## **Email**

[info@armaghbanbridgecraigavon.gov.uk](mailto:info@armaghbanbridgecraigavon.gov.uk)

## **Country**

United Kingdom

## **Region code**

UKN - Northern Ireland

## **Internet address(es)**

Main address

<https://www.armaghbanbridgecraigavon.gov.uk>

## **I.1) Name and addresses**

Derry City and Strabane District Council

Council offices, 98 Strand Road

Derry

BT48 7NN

**Email**

[info@derrystرابane.com](mailto:info@derrystرابane.com)

**Country**

United Kingdom

**Region code**

UKN - Northern Ireland

**Internet address(es)**

Main address

<https://www.derrystرابane.com>

**I.1) Name and addresses**

Fermanagh and Omagh District Council

The Townhall, 2 Townhall Street

Enniskillen

BT74 7BA

**Email**

[info@fermanaghomagh.com](mailto:info@fermanaghomagh.com)

**Country**

United Kingdom

**Region code**

UKN - Northern Ireland

**Internet address(es)**

Main address

<https://www.fermanaghomaggh.com>

## **I.1) Name and addresses**

Lisburn and Castlereagh City Council

Island Civic Centre, Lagan Valley Island, The Island

Lisburn

BT27 4RL

### **Email**

[info@lisburncastlereagh.gov.uk](mailto:info@lisburncastlereagh.gov.uk)

### **Country**

United Kingdom

### **Region code**

UKN - Northern Ireland

### **Internet address(es)**

Main address

<https://www.lisburncastlereagh.gov.uk>

## **I.1) Name and addresses**

Mid Ulster District Council

Dungannon Office, Circular Road

Dungannon

BT71 6DT

### **Email**

[info@midulstercouncil.org](mailto:info@midulstercouncil.org)

**Country**

United Kingdom

**Region code**

UKN - Northern Ireland

**Internet address(es)**

Main address

<https://www.midulstercouncil.org>

**I.1) Name and addresses**

Newry, Mourne and Down District Council

District Council Offices, O'Hagan House, Monaghan Row

Newry

BT35 8DJ

**Email**

[info@nmandd.org](mailto:info@nmandd.org)

**Country**

United Kingdom

**Region code**

UKN - Northern Ireland

**Internet address(es)**

Main address

<https://www.newrymournedown.org>

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

## **I.4) Type of the contracting authority**

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

T2370 - Car Park Management / Off Street Parking Enforcement and Penalty Charge Notice Processing Service for a Consortium of 8 Councils in NI

Reference number

T2370

### **II.1.2) Main CPV code**

- 98351110 - Parking enforcement services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

This tender opportunity has been issued by Belfast City Council 'the lead Council' in connection with a competitive procurement being conducted in accordance with the Public Contracts Regulations.

The lead Council, on behalf of 8 local authorities in Northern Ireland (named in this notice) 'Consortium', invites tenders from suitably qualified and experienced economic operators 'Bidders' for the provision of a car park management / off street parking enforcement and penalty charge notice 'PCN' processing service.

Upon notification of award of this joint procurement exercise each council member of the Consortium will enter into individual contracts with the successful Bidder. Each council will have responsibility for the day to day management of their respective contracts.

The tender documents sets out the information which is required by the lead Council to assess the suitability of Bidders' experience, organisational and financial standing to meet the tender requirement. In addition to this, quality and pricing proposals will also be assessed before any contract award is made.

### **II.1.5) Estimated total value**

Value excluding VAT: £13,500,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**



- 34926000 - Car park control equipment
- 34996300 - Control, safety or signalling equipment for parking facilities
- 38730000 - Parking meters
- 51214000 - Installation services of parking meter equipment
- 98351000 - Car park management services
- 98351100 - Car park services

### **II.2.3) Place of performance**

NUTS codes

- UKN - Northern Ireland

Main site or place of performance

- Ards & North Down Borough
- Armagh City, Banbridge & Craigavon Borough
- Belfast City
- Derry City & Strabane District
- Fermanagh & Omagh District
- Lisburn & Castlereagh City
- Mid Ulster District

### **II.2.4) Description of the procurement**

The Consortium members are currently in contract with the Department for Infrastructure (DfI) via an Agency Agreement for the provision of off-street car park management services. The DfI carry out some of these services using internal staff but also employ a contractor to deliver the majority of the services. This arrangement is due to end on 31st October 2023.

The Consortium is seeking to procure the provision of its own off-street parking service via a service provider from 1st November 2023 that will provide enforcement in 106 existing

charged off-street car parks throughout the different Consortium areas.

It is expected the successful Bidder will provide the following:-

- Off-Street Enforcement
- Cash Collection & Reconciliation
- Pay & Display (“P&D”) machine maintenance
- Full life cycle Penalty Charge Notice (“PCN”) Processing to Enforcement of
- Judgements Office representation stage
- Adjudication service through the Northern Ireland Courts Service
- Debt Recovery in accordance with council’s instructions
- Call centre and customer service help desk for customer interface
- Weekly and monthly reports including updates for financial patterns
- Enforcement at a further 248 Off-Street Car Parks, which are currently free but enforced, throughout the Consortium areas on request from councils, for civil parking contraventions by Traffic Attendant (TA) staff

Bidders should note that the number of Off-Street Car Parks that are currently charged may change throughout the Contract Period and that Off-Street Car Parks which are currently free and not currently enforced may become enforceable by the successful Bidder during the Contract Period, on request of the councils and on the basis of the same costs that the Bidder will supply within its Tender.

During the Contract Period, it is envisaged that the councils may wish to explore other more innovative parking schemes and methods of parking enforcement and management as technology evolves, some of which the councils may ask the successful Bidder to trial as part of a pilot scheme and the cost and scope of which will be agreed between the councils and successful Bidder in accordance with the terms of the Contract.

The Consortium requires a service provider who can respond effectively to these changes as well as the (non- exhaustive) list of tasks above, enabling the councils to enhance user satisfaction, create a more efficient parking services model that uses a simple, socially inclusive, responsive, coherent and smart approach which the community as a whole can embrace; as well as implementing technological improvements in parking services.

Following the successful conclusion of the tender process, the councils are seeking to contract with a competent organisation for the supply of all equipment and applications to support the councils' parking management service as well as supply labour and parking management expertise. The equipment and applications that the Bidder will supply are fully defined in the Specification, but for illustrative purposes they include items such as the hand-held devices used by Traffic Attendants for enforcement, Traffic Attendant uniforms and back-office software systems.

Full details of the scope of the Deliverables required can be found in Schedule 1 – Specification.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £13,500,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 November 2023

This contract is subject to renewal

Yes

Description of renewals

The Contract shall be effective from the date of award of Contract for an initial period of 5 years.

The Consortium (i.e. each council using their own Contract) reserves the right to extend/renew the Contract up to a further 4 years (2 + 2 year periods). Any extension may be subject to further approval by Council Committee, availability of funding and satisfactory performance of the Contractor.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Contract shall be effective from the date of award of Contract for an initial period of 5 years.

The Consortium (i.e. each council using their own Contract) reserves the right to extend/renew the Contract up to a further 4 years (2 + 2 year periods). Any extension may be subject to further approval by Council Committee, availability of funding and satisfactory performance of the Contractor.

Bidders should note that the number of Off-Street Car Parks that are currently charged may change throughout the Contract Period and that Off-Street Car Parks which are currently free and not currently enforced may become enforceable by the successful Bidder during the Contract Period, on request of the councils and on the basis of the same costs that the Bidder will supply within its Tender.

During the Contract Period, it is envisaged that the councils may wish to explore other more innovative parking schemes and methods of parking enforcement and management as technology evolves, some of which the councils may ask the successful Bidder to trial as part of a pilot scheme and the cost and scope of which will be agreed between the councils and successful Bidder in accordance with the terms of the Contract.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

The current estimated value of the service is GBP 13,500,000 over the total 9-year contract period to include the 8 local authorities listed. The estimate value provided in this notice may be subject to change in line inflation/ market prices, changes in volumes of work and inclusion of contract options and associated innovation.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

As set out in the tender documents

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As set out in the tender documents

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2022/S 000-031720](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

2 May 2023

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

2 May 2023

Local time

12:30pm

Place

via eSourcing NI

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Royal Courts of Justice

Belfast

Country

United Kingdom